

VOLUNTARY FURLOUGH PROGRAMS

Option Name	Donation Amount	Health/Dental Insurance	Paid Leave Accruals (SL, VA, HL/IH)	Civil Service Seniority	Retirement Service Credit
Voluntary Furlough Donation	one day	not affected	not affected	not affected	not affected
Voluntary Donation of Paid Leave	no limit	not affected	not affected	not affected	not affected
Voluntary Time Off (VTO)	up to 2 days per pay period	not affected	reduced based on # of unpaid hours	not affected	see below
Voluntary Reduced Work Week (RWW)	up to 2 days per pay period	not affected	reduced based on # of unpaid hours	not affected	see below

* An employee may reduce his/her work schedule up to 346 hours per year without impact on retirement credits.

Program Matrix

KB/slrk

Last revised 6/25/2003